



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 14, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Operations Manager
Bureau of Urban Program Planning
Office of Planning & Programming
Springfield

Attachments
40592

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Operations Manager

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-10-300-00-01

IPR#: 40592

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Urban Program Planning/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for organizing, developing, and implementing contractual budgetary and designated fiscal programs in the administration of the Office of Planning and Programming in a cost-effective manner.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional statewide travel

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, statistics, public finance or public administration
- Five years experience in public or business administration, research, statistics, public finance or accounting activities or equivalent combination of experience and training
- Working knowledge of research and statistical methods and techniques
- Working knowledge of governmental operations and public finance
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives.

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|-------------------------|---|
| DATE: | May 9, 2013 | POSITION: | Operations Manager |
| APPROVED BY: | <u>Karen Shoup</u> | OFFICE/DIVISION: | Planning & Programming/Bureau of Urban Program Planning |
| CODE: | PW414-23-10-300-00-01 | REPORTS TO: | Bureau Chief/Urban Program Planning |

Position Purpose

This position is accountable for organizing, developing, and implementing contractual budgetary and designated fiscal programs in the administration of the Office of Planning and Programming (OPP) in a cost-effective manner.

Dimensions

| | |
|--------------------------------|-----------------------------------|
| Formal Contracts Program: | \$180,000 annually |
| Office Operating Budget: | \$5.4 Million (Central Bureaus) |
| Work Program Budget: | Approximately \$11 - \$23 Million |
| Metropolitan Planning Program: | \$14.5 Million |

Nature and Scope

This position reports to the Urban Program Planning Bureau Chief as do the Section Chiefs for Urban Planning, Metropolitan Planning, Sustainable Transportation and Aviation Program Planning. The Budget Analyst reports to this position.

This position is critical to compliance with the requirements for the use of Federal Planning and Research funds and for the utilization of state transportation planning funds. The incumbent personally develops and submits to the FHWA and annual Unified Work Program delineating the Department's state transportation planning and planning-orientated activities at various levels including both IDOT and local planning agencies. Development and implementation of this work program requires organization and close coordination with numerous individuals not only within IDOT but within FHWA and local planning organizations. This position develops the means whereby numerous and diverse management services are provided. It functions under the concept of a strong emphasis on planning, organizing, controlling and monitoring from an administrative perspective whereby the incumbent is an agent for contractual, budgetary and fiscal matters for the OPP.

Typical problems involve situations involving the scope and determination of compensation on consultant contracts as well as analyzing and evaluating budgetary needs and formulating recommendations for ensuring compatibility between those needs and available funds. The incumbent deals with technical and procedural problems associated with contract compliance with state/federal regulations. Within the resolution of all operational problems, the incumbent has close contact with all levels of departmental management (from project managers to directors) and must communicate effectively on sensitive topics. The greatest challenge is to know and interpret the diverse federal/state requirements associated with contract compliance, budget preparation, work program standards, Title VI/Affirmative Action measures and the federal reimbursement process to ensure the timely and effective implementation of these programs as well as developing new procedures for improving the administrative effectiveness of the office. The incumbent works with various program managers within the office to coordinate and integrate the functions so that the administrative objectives are accomplished.

To provide for the full implementation of planning activities in compliance with federal requirements, the incumbent prepares, executes and manages all intergovernmental and consultant agreements with local planning organizations and consultants to IDOT. This position monitors the status of all agreements being developed as well as all billings and payments under those agreements. The incumbent works closely with the FHWA to stay abreast of federal requirements and current interpretations thereof. The incumbent remains knowledgeable of State of Illinois procurement and contracting laws and regulations. S/He remains cognizant of institutional requirements imposed by State of Illinois involved in procurement including, among others, the Auditor General and the Comptroller and works closely with the Office of Finance and Administration (OF&A) and the Office of the Chief Counsel. The incumbent evaluates legislative appropriations analyzing the impact on the OPP and its planning and programming efforts. S/He prepares and coordinates the Unified Work Program by working with office managers and FHWA to publish the program servicing the office's fiscal year master work plan, and ensures receipts of Federal State Planning and Research (HP&R) and Metropolitan Planning (PL) funds. S/He assists in preparing and editing the office operations budget. S/He seeks federal reimbursement for railroads receiving funds through the Rail Freight Assistance Program to aid current operations or assist in meeting financial obligations. This position serves as the Title VI/Affirmative Action Coordinator for the Office and develops, implements and administers the Officer's EEO/AA/Title VI Plan. The incumbent has extensive contact with staff from the state's fourteen Metropolitan Planning Organizations including face-to-face meetings and records examinations. The incumbent ensures compliance with the requirements of Senate Bill 51. S/He is involved with the OF&A in the development of OPP's budget. In conjunction with the Division of Public and Intermodal Transportation, the incumbent ensures appropriate transfers of funds from FHWA to FTA and comply with the FTA tracking requirements. The incumbent ensures OPP compliance with new tracking requirements of all federal grants under the Federal Funding Accountability and Transparency and including all grants into the Subaward Reporting System. The incumbent serves as an advisor to the OPP executive staff regarding the availability and utilization of federal and state planning funds as well as spending strategies. This position prepares and finalizing Contact Obligation Documents for the office and working with the OF&A in the process as well as in matters regarding payment vouchers.

Responsibilities are accomplished with the assistance of the Budget Assistant who is accountable for assisting in the gathering of financial data and information to support OPP programs as well as providing support in developing and managing the OPP budget.

The incumbent performs the duties within broad guidelines of the Department for the formulation of contracts, work programs and budgets as well as within the federal/state legislatively regulatory constraints. Problems referred to the bureau chief involve major changes in the Unified Work Program, reimbursement procedures or decisions that significantly impact other departmental activities and are accompanied by a recommended solution. The incumbent may receive special or unique assignments such as researching and recommending solutions to complex billing issues and advising OPP managers on contract negotiations citing specific statutes and regulations needed to protect departmental interests which may be unique to a particular contract. Problems of any unusually or high sensitive nature will be discussed with the supervisor and final recommendations will be reviewed before they are taken to higher management. S/He is constrained by departmental and applicable state and federal guidelines.

Internal contacts include OPP staff and district planning staff to coordinate the preparation of the Unified Work Program and staff from the Bureau of Budget and Fiscal Management and the Office of the Chief Counsel for such determinations as appropriations, allocations, consultant contract approvals and legal opinions. External contacts include the Federal Railroad Administration regarding contract monitoring and reimbursement; the Federal Highway Administration at the division, region and department levels for consultation, discussion and negotiation pertaining to the Unified Work Program and in coordinating the Title VI program. Travel may be required to Chicago for the effective coordination of the United Work Program, rail reimbursement program, or other administrative matters.

The effectiveness of this position is measured by its ability to develop reliable, accurate and adequately documented budget and consultant contracts, often within the time constraints, while resolving problems associated with the implementation of these projects. Further, effectiveness can be measured by the incumbent's ability to obtain timely and accurate reimbursement of funds from the FRA and FHWA.

Principal Accountabilities

1. Develops the Office of Planning and Programming's Work Program which serves as the basis for planning, organizing, staffing, funds and budgeting activities necessary to achieve the goals and objectives of the office.
2. Prepares, executes and manages all intergovernmental and consultant agreements with local planning organizations as well as consultants to IDOT.
3. Monitors the status of all agreements being developed as well as all billings and payments under those agreements.
4. Serves as an advisor to the Director and Deputy Director of OP&P as well as the Bureau Chiefs regarding the availability and utilization of Federal and State planning funds as well as spending strategies.
5. Participates in the resolution of problems that arise concerning functional responsibilities, consultant work and work standards to the satisfaction of all concerned in order to facilitate and expedite the transportation planning and programming effort.
6. Trains and evaluates staff. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.